

## BY-LAW

### HOUSE LEAGUE TEAM FINANCIALS

A by-law to establish House League Team Finances for the Brantford Girls Hockey Association.

BE IT ENACTED as a by-law of the Brantford Girls Hockey Association as follows:

1. Financial obligations to the BGHA by house league teams for games, practices, socks and team jerseys (one per player) are fulfilled at the start of the season upon each player paying their full registration fee. Additional expenses may arise throughout the season if coaches and parents collectively agree to incur them, such as tournament registration fees, dryland / fitness / team building activities, or extra training sessions. These extra costs shall not be mandatory, and planning for the additional spending should be communicated / discussed with parents at the start of the season, so that arrangements can be made for families to cover the costs, or to allow arrangements with coaching staff for special circumstances. Any extra costs should be collected at the time of the event(s), or in the case of a tournament, at the time the registration fee is payable; additional yearly costs should not be combined and requested as a lump sum payment. Total costs of activities / events as well as breakdowns of per player costs shall be communicated to parents, as well as a clear direction for who will be collecting the monies. Head coaches may assign a team manager to handle the collection and distribution of funds, but the head coach will be ultimately responsible for the team finances and associated parent inquires.
2. Individual teams may also wish to cover additional team expenses by utilizing a fundraiser, or requesting sponsorship. Fundraising activities should be voted on and accepted by the team, should be voluntary, and shall be goal-based with a specific financial target. Similarly, sponsorship requests shall be goal-based, with a defined target amount, and shall not be open ended with an unlimited target. Teams shall provide prospective sponsors with the approved letter indicating which specific team the funds will be directed (to ensure the sponsor knows the request is not league-wide), as well as details regarding the specific activity their funds will cover (template attached). Confirmed sponsors shall also be provided with a home game schedule and appreciation letter. All sponsorship and fundraising activities shall be reviewed by the BGHA Executive and approved at its discretion.
3. House league teams will not be permitted the use of a team bank account; these teams should have no balance to manage, as monies collected will have a specified use and will be collected only as needed.

This policy is not exhaustive, and topics not covered shall be addressed by the BGHA Executive on an as-needed basis.